

**CA-PMM****Project Name:** Emerging Threats - Phase 2**OCIO Project #:** 8570-58**Department:** California Department of Food and Agriculture**Reporting Period:** From: 10/6/09 To: 11/5/09**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Complete MDFS Design	8/31/09		No
<b>Accomplished this week</b>			
Draft Report Specification			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
Review draft Report Specification			
Closure Report			
Final Issues Log			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?	Yes		
Are there any planned tasks that won't be completed?	No		
Are there problems which affect your ability to accomplish assigned tasks?	No		
Do you plan to take time off that is not currently scheduled?	No		

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager

	See CDFA-ET Project Issue Log in Clarity		

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Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Complexity of requirements		Vendor refining requirements with business users
2. Were any key milestones or deliverables rescheduled?	Yes	Requirements review causing a ripple effect in vendor deliverables		Vendor is almost complete with all deliverables
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	Yes	External factors reduced scope		Require SPR Approval
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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## Project Manager to Sponsor

### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		Team is reviewing all deliverables and starting to shrink the gap in progress.
2. Do any key milestones or deliverables need to be rescheduled?	No		Team is reviewing all deliverables and starting to shrink the gap in progress.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Vendor soliciting comments to any remaining draft deliverables.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Contagious Equine Metritis	7/1/09		Done		7/1/09
MDFS	1/11/10		On Target		
Foreign Animal Disease	2/24/10		On Target		
Phase 3	2/22/10		On Target		
Phase 4	2/27/11		On Target		
Close	2/1/12		On Target		

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			

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Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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## Project Manager to Sponsor

## CA-PMM

**Project Name:** Emerging Threats - Phase II

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**Department:** California Department of Food and Agriculture

**Reporting Period:** 11/5/09

## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Contagious Equine Metritis	7/1/09	7/1/09	Done		7/1/09
MDFS	1/11/10	1/11/10	On Target		
Foreign Animal Disease	2/24/10	2/24/10	On Target		

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	<b>On Plan &lt;5%</b>	<b>Caution 5-10%</b>	<b>Significant Variance &gt;10%</b>	<b>Action Required</b>
Schedule	X			No action required.
Milestones	X			No action required.
Deliverables	X			No action required.
Resources	X			No action required.
One Time Cost	X			No action required.
Continuing Cost	X			No action required.



**CA-PMM****Project Name:** Emerging Threats - Phase II**OCIO Project #:** 8570-58**Department:** California Department of Food and Agriculture**Reporting Period:** 11/5/09**Sponsor to Executive  
Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Strong customer support.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Solution is effective, allows for expansion, can be efficiently supported and is viable for customer needs.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	On Schedule
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	Project is within forecasted spending.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	At this point, there are no high impact, high probability risks.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	There are no issues affecting the critical path at this time.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Sponsor is very engaged and fully supports the the Project.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	The Project aligns with the Department's strategic direction.
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	Project adds value to AHFSS Business
	Medium	1		

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	Weak	2	5	Business
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Vendor is viable.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	Most of the Project milestones have been met to date, and we are close to being on schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	The Project is closing the gap to being on schedule.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Project resources are assigned and diligently working.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	None used
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team is extremely skilled and effective
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>0</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

High Viability - ICG is proactive to CDFA MDFS project needs in a timely manner.